

RENEWAL CHECKLIST

NAME: _____ **REFERENCE #:** _____ **DATE:** _____

General Requirements	Reference: 46 CFR	Division / Branch Responsible	Eval INT
MMC Application Submittal Checklist		REC/NMC-4	
TWIC Card (Identification, Fingerprints, Citizenship, Social Security number, etc)	10.203 / 10.207 10.209 / 10.227 10.231	TSA / REC NMC-4 / SSEB PQEB	(V)
CG-719B Application	10.209 / 10.227 10.231	REC/NMC-4 PQEB	
Explanation for a YES in Section III of CG-719B (if needed)	10.211	REC / SSEB	
NDR Consent & Check	10.209 / 10.213	REC / SSEB	
Photograph (supplied by TSA)	10.209	TSA PQEB	(V)
SSEB Screening complete (Check "Remarks" in MMLD to verify "Safety & Security Check" completed within past 12 months)	10.211 / 10.214	SSEB PQEB	(V)
CG-719K Physical Exam (org 1yr; RIG 3yr)	10.209 / 10.215 10.227 / 10.231	REC / MEB	
Medical Tab in MMLD		MEB PQEB	(V)
Drug Testing Compliance (within 6 months)	10.209 / 10.227 10.231	PQEB	
Mariner Fees (in MMLD)	10.219	REC/NMC-4 PQEB	
Copy of current credentials (if held)	10.209 / 10.223 10.227 / 10.231	REC/NMC-4 PQEB	
Sea Service Letters or Discharges (MUST verify vessels in MISLE) Received & Entered on Spreadsheet	10.227 / 10.231 11.205 / 11.211 11.213 / 11.304	PQEB	
RENEWAL SERVICE REQUIREMENTS	46 CFR		
MMC w/Officer endorsements 360 days of service during the past 5 years, OR Pass a comprehensive, open-book exam, OR Complete an approved refresher course, OR 3 yrs closely related service/employment, a) Deck must pass ROR; b) Engineers (also see below)	10.209 / 10.227		
MASTER or MATE (PILOT) of TOWING Completion of one of the above requirements, AND Completion of practical demonstration before a designated examiner, OR Submit proof of ongoing participation in training and drills.	10.209 / 10.227		
RADIO OFFICERS Present a currently valid license as 1 st or 2 nd class radiotelegraph operator issued by the FCC.	10.209 / 10.227		
MMC w/Qualified Ratings 360 days of service during the past 5 years, OR Pass a comprehensive, open-book exam, OR Complete an approved refresher course, OR 3 yrs closely related service/employment,	10.209 / 10.227		
Note: 1) Tankerman Must also complete - 2 Transfers within last 5 years or an approved tankerman course; 2) Engineers without service, that hold Lifeboatman/PSC or LB Limited/PSC Limited Must also complete - L/B or L/B Limited renewal exams (OK to remove from Domestic & cannot issue International STCW (at all) if SNM does not want to complete this requirement).	13.120		
MMC w/out QUALIFIED RATINGS No professional requirements for renewal of any entry level rating.	10.209 / 10.227		
RADAR OBSERVER Must complete the appropriate approved course.	10.209 / 10.227 11.480		

